### Job Description

**Job Title:** Admissions Specialist - Office of Transfer Services  
**Job ID:** 14579  
**Location:** Hostos Community College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

### POSITION DETAILS

At Eugenio María de Hostos Community College, the purpose of Transfer Services is to help students realize their educational goals and to provide necessary information ensuring successful transfer from Hostos Community College to a four year senior college of their choice - CUNY, SUNY, or a private/independent college or university.

The Office of Transfer Services provides a full range of information and services to those wishing to transfer into a four-year university. Transfer Services also works closely with four-year college and university representatives and their admissions' staff to help students plan their college courses so they can achieve their transfer goals.

The Office also assists with online transfer applications, use of the CUNY TIPPS website, which provides course transfer credit equivalencies between CUNY junior and senior colleges, and provides transfer-related resources including articles and reference materials, information on college tours and college catalogues.

The Transfer Services Office is seeking a motivated candidate to perform the following in addition to the overview duties:
- Conducts and organizes transfer related activities including transfer workshops.
- Assists in completing transfer applications for students transitional from two-year to four-year colleges.
- Assists students in developing educational plans, identifying transfer student admissions requirements for the four year colleges and collecting timely information to ensure a successful transition.
- Collaborates with in-house programs: Academic Affairs, Dual Degree Programs, Honors Programs, ASAP, COPE, College Discovery, etc.
- Serves as a liaison for all CUNY and non CUNY four-year institutions.
- Tracks and monitors annual budget; develops proposals and other initiatives for expanded center funding.
- Supervises part-time staff and conducts professional development training as needed
- Maintains strategic partnerships; serves as primary liaison to faculty and administrators to plan and execute Transfer Center activities.

### QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

**Preferred Qualifications:**
- Master's Degree
- Experience in Transfer/Admissions/Advisement
- Experience conducting workshops, organizing events and assisting students on an individual basis
- Experience in developing and maintaining a student database for tracking and reporting purposes
- Proficient with computer systems, data collection
- Availability to work evening and weekend hours

### CUNY TITLE OVERVIEW
Supervises activities in an operational unit supporting Admissions and/or Enrollment.

- Oversees staff activities; plans and monitors employee scheduling and coverage and coordinates training

- Serves as liaison to one or more departments providing student support services, such as Financial Aid

- Coordinates selection process activities such as applications review, verification of information, and timely forwarding of data to other CUNY areas

- Coordinates mailings and other communications

- Monitors activity and reports on both transactions and outcomes

- Completes projects to improve services and enhance productivity and cost-effectiveness

- Performs related duties as assigned.

Job Title Name: Admissions Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$46,302 - $55,782; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: “Employment” and “Search Postings.”

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

April 16, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.